



# Fetzer Institute

## POSITION ANNOUNCEMENT

### Administrative Assistant

The Fetzer Institute announces openings for two full-time administrative assistants to provide office support for program area management. Qualified applicants will possess a minimum of five years support experience at the executive management level.

The successful candidate will possess solid computer skills (Microsoft Office applications) and Internet research abilities; excellent business writing, transcription, and document formatting skills; strong problem-solving skills with the ability to make decisions quickly and confidently. Exceptional organizational skills are a must as is the capacity to effectively prioritize many demands, direct workflow, see the larger scope of activities while attending to details, and shifting priorities when necessary. The ability to interact professionally with all levels of management, staff, and partners is also important. Other attributes that will contribute to the success of the incumbent include the ability to take initiative, a team-oriented work style emphasizing inclusiveness and collaboration, flexibility, and the ability to anticipate needs and facilitate communication between several departments. An interest in and openness to the Institute's mission, vision, and values is also important.

Key responsibilities include:

- Planning and organizing the day-to-day activities and workflow of the area.
- Developing and maintaining calendars (incorporating meetings, project milestones, travel, and other pertinent information) and scheduling meetings as requested.
- Composing and editing business communications such as letters, memos, email correspondence, and meeting minutes.
- Scheduling on- and off-site meetings including processing meeting requests and logistics and attending meetings as requested.
- Assisting in the consultant contract approval process and in the management of financial records for consultant work.
- Utilizing the program management system to maintain project-related documents, monitor progress, and process project payment release forms.
- Participating in meetings, taking notes, and distributing information; scheduling subsequent meetings and coordinating next steps arising from meetings to sustain an efficient workflow.
- Obtaining and assembling information utilizing various Internet search engines and databases.
- Serving as back-up receptionist and supporting other administrative team members as needed.

The Fetzer Institute is a nonprofit, private operating foundation located in Kalamazoo, MI. Our mission is to foster awareness of the power of love and forgiveness. Please visit [www.fetzer.org](http://www.fetzer.org) for more information on our mission and programs.

A competitive salary along with an excellent working environment is offered. We encourage applications from people representing diverse backgrounds. Qualified candidates should email (preferred method) or mail a letter of interest and résumé by July 18 to:

[humanresources@fetzer.org](mailto:humanresources@fetzer.org)  
(Please use "Admin Asst" in the subject line.)  
Human Resources  
Fetzer Institute  
9292 West KL Ave.  
Kalamazoo, MI 49009

The Fetzer Institute is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants.